## DATA ITEM DESCRIPTION

Form Approved OMB No. 0704-0188

1 TITLE

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REPORT OF SHIPPING (ITEM) AND PACKAGING DISCREPANCY

DI-MCMT-80503

2 IDENTIFICATION NUMBER

3 DESCRIPTION / PURPOSE

- 3.1 This report enables the contractor to notify the Government when freight contents do not agree with shipping documents.
- 3.2 The principal uses of this report are to provide the basic documents required to (a) support adjustment of property and financial inventory accounting records and (b) provide information as a basis for claims.

4 APPROVAL DATE (YYMMDD) 5 OFFICE OF PRIMARY RESPONSIBILITY LOPRI

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7 APPLICATION / INTERRELATIONSHIP

- 7.1 This Data Item Description (DID) contains the format and content preparation instructions for the data generated by the specific and discrete task requirement for this data included in the contract.
- 7.2 This DID is applicable when contractors receive Government material during performance of defense contracts.

8 APPROVAL LIMITATION

SO APPLICABLE FORMS

96 AMSC NUMBER

SF 364

A4284

10 PREPARATION INSTRUCTIONS

- 10.1 Format. Requested information shall be provided on SF 364. (See Figure 1)
- 10.2 Content.
- 10.2.1 Indicate whether shipping discrepancy or packaging discrepancy by placing an "X" in appropriate box at top of form. Hailing envelopes shall be conspicuously marked "SF 364."
- 10.2.2 Item 1 DATE OF PREPARATION. Report is prepared in sequency of year, month, and day. This sequence should also be used in all date entries. For example, Harch 23, 1987, is written 87 MAR 23 and June 1, 1987, is written 87 JUN 01.
- 10.2.3 Item 2 REPORT NUMBER. The REPORT NUMBER is made up of the contract DOD Activity Address Code (DODAAC), followed by a four digit number. This four-digit number will start with 0001 and go to 9999 or to the end of the calendar year. The first number of each year will always be 0001.
- 10.2.4 Item 3 TO. In-the-clear Name, Address, ZIP Code and DODAAC or Routing Identifier Code (RIC) and attention symbol or code of action activity. When both shipping-type (item) discrepancies and packaging discrepancies are reported for the same item, enter "see item 15" and enter addresses or codes of both action activities in item 15.

(Continued on Page 2)

11 DISTRIBUTION STATEMENT

DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.

DD Form 1664, MAR 87

Jun 86 edition may be used until exhausted

Page 1 of 5 Pages

Attachment 010

- Block 10, Preparation Instructions (Continued)
- 10.2.5 Item 4 FROM. Name, address and ZIP code of the reporting activity (consignee). The "in-the-clear" address will be entered.
- 10.2.6 Item 5s SHIPPER'S NAME. Enter name and address of shipper (consignor) when different from item 3.
- 10.2.7 Item 5b NUMBER AND DATE OF INVOICE. Enter number and date of vendor's invoice or shipper's bill number. Attach copy of invoice to SF 364. (Not applicable to packaging discrepancies).
- 10.2.8 Item 6 TRANSPORTATION DOCUMENT. Enter the type of transportation document, Government bill of lading (GBL), commercial bill of lading (CBL), manifest, waybill, insured or certified parcel post number, or transportation control and movement document (TCMD) and the identifying number assigned to such document. This is a mandatory entry when shipment received was made via traceable means (e.g., GBL, CBL). Further, for shipment (item) type discrepancies, include following statement in item 12— "Shortage has been verified as not being transportation related."
- 10.2.9 Item 7a SHIPPER'S NUMBER. Enter shipment number (when more than one shipment is made under a contract or requisition) and contract or document number (e.g., contract, purchase order).
- 10.2.10 Item 7b OFFICE ADMINISTERING CONTRACT. Name, Address, and ZIP Code of the contract administration office (CAO) which directed or arranged shipment.
- 10.2.11 Item 8 REQUISITIONER'S NUMBER. Enter the requisitioning activity's number (e.g., requisition, purchase request). Entry of the applicable requisition document number is mandatory in all instances, even though a contract or purchase order is involved.
- 10.2.12 Item 9a MSN OR PART NUMBER AND NOMENCLATURE. If item received is different from item shown on shipping documents, or different from item ordered, show each item on a separate line. For serial numbered principal items, list the item individual serial number first, followed by the discrepancies applicable to that serial number.
- 10.2.13 Item 9b UNIT OF ISSUE. Enter unit of issue as billed or indicated on shipping document for each item listed in item 9a. (Not applicable to packaging discrepancies.)
- 10.2.14 Item 9c QUANTITY SHIPPED OR BILLED. Enter quantity of item shipped or billed. When code Gl is applicable, enter the quantity and the supply condition code of the item when shipped (e.g., 980A), as shown on the shipping document. (Not applicable to packaging discrepancies.)
- 10.2.15 Item 9d QUANTITY RECEIVED. Enter quantity of item received.
- 10.2.16 Item 10s DISCREPANCY QUANTITY. Enter the discrepant quantity. If code Cl is applicable, enter the quantity and the supply condition code of the item received. If total quantity received is classified under more than one condition code, enter separately each partial quantity so classified, followed by the applicable condition code (e.g., 960A, 20F).
- 10.2.17 Item 10b DISCREPANCY UNIT PRICE. Enter the unit price as billed or shown on shipping document. (Not applicable to packaging discrepancies.)
- 10.2.18 Item 10c DISCREPANCY TOTAL COST. For shipping-type (item) discrepancies, enter the total value of materiel (10a x 10b). For packaging deficiencies, enter cost of correct item.

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Block 10, Preparation Instructions (Continued)

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- 10.2.19 Item 10d DISCREPANCY CODE. Nature of discrepancy using the discrepancy codes listed on the face of the form. If a condition exists that is not listed, use code Z1 and describe discrepancy in item 12, remarks.
- 10.2.20 <u>Item 11 ACTION CODE</u>. Enter requested action from codes listed on face of the form. If action is other than those covered by listed action codes, use code 1Z and explain action requested in item 12, remarks.
- 10.2.21 Item 12 REMARKS. Use for any supplemental information where the combination of discrepancy codes and action codes needs clarification; where shipping-type (item) discrepancies and packaging discrepancies need explanation, and where a breakout of cost to reports in terms of time and materials is required. Also enter specific data such as appearance, lot or batch number, manufacture or packaging date, inspector number and inspection date, probable cause of improper packaging, and suggested corrective action. When reporting shortages or nonreceipt of items shipped by parcel post to GSA, a statement must be included in item 12 to indicate whether all packages shown as shipped in item 5 of GSA Form 1348-1 were received. Include telephone number (Automatic Voice Network (AUTOVON) and commercial) of the individual to be contacted for additional information if different from item 14a. If medical materiel requiring refrigeration or frozen storage is involved, provide the information requested on the special instruction sheet which is included with shipments of such material. Provide photos where it would assist the shipping activity in determining the cause of the discrepancy or deficiency. For component shortages to principal items, sets, kits and outfits; cite the reference(s) used, to include the effective date and change number, to determine the shortage (i.e., a hand receipt, packing list, technical manual drawing or supply catalog). Receiving activities should emphasize the use of packing lists whenever available for the determination of shortages.
- 10.2.22 <u>Item 13 FUNDING AND ACCOUNTING DATA.</u> For packaging discrepancies, enter the accounting or appropriation data needed by the action activity to credit the account of the reporting activity for costs involved in correcting the reported discrepancies. This item does not apply to shipping-type (item) discrepancies.
- 10.2.23 Item 14a TYPED OR PRINTED NAME, TITLE AND PHONE NUMBER OF PREPARING OFFICIAL. Self-explanatory. When non-DOD action activities are involved include both commercial and AUTOVON numbers.
- 10.2.24 Item 14b SIGNATURE. Self-explanatory.
- 10.2.25 Item 15 DISTRIBUTION ADDRESSES FOR COPIES. The reverse of SF 364 is to be completed by the action activity.

## DI-MGMT-80503

10. PREPARATION INSTRUCTIONS (Continued)

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FIGURE 1. Report of Discrepancy

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(Previous edition is obsolete.)

STANDARD FORM 364 (REV. 2-0), Proteined by G3A PPMR 303-263

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FIGURE 1. Report of Discrepancy - continued